**RISK ANALYSIS AND MANAGEMENT SYSTEM**

**ACTIVITY/SITUATION: Kays Cabin**

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| **Analysis** | **Description** | | |
| **UNDESIRED EVENT(S)**  **Accident, injury, other forms of damage** | Injury from falling off bunks or decks  Burning due to candles, gas and kerosene.  Fire damage to building  Injury due to gas or cooking related incidents | | |
|  | **People** | **Equipment** | **Environment** |
| **CAUSAL**  **FACTORS** | Poor behavioural management or communication  Peer pressure  Hyperactivity  Undisclosed medication/illness  Lack of understanding of activity (parents) | Smoke alarm not functioning  Gas bottles not connected properly  No food or drink | Slippery surfaces on deck  Cabin facilities not kept clean  Poorly maintained structures and bunks |
|  | **Normal Operations** | | |
| **RISK**  **MANAGEMENT STRATEGIES** | List of medical conditions of students and any given medication (held by the teacher). Clear briefing to parents and students Appropriate adult : student ratio – 1:7 | Bring own first aid kit | Ensure students walk around building and deck  Clean toilets and sweep floors daily  On going maintenance of facility |
|  | **Emergency** | | |
|  | First Aid kit and teacher/adult trained in first aid.  Parents/students report injury/accident or near accident to Teacher immediately. Teacher co-ordinates emergency procedures  Cell phone coverage at cabin.  Phone 111 in an emergency. Access for helicopter to land.  Adult has sleeping plan ie where each child and adult is sleeping kept in a central area in case of an emergency.  Have a spare copy of this available | | |

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| **Guide lines for managing student groups at the cabin.**  No candles or kerosene lanterns operated by children  Adults only putting wood on fire  Adults only to use gas cookers  No sanitary pads in toilets. Place in buckets provided  Clear boundaries set for children to play within eyesight of hut  Establish an emergency procedure in case of an emergency  Take all rubbish with you  Follow hut instructions  Leave all doors and windows closed when leaving hut  Conserve water |

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| **RELEVANT INDUSTRY STANDARDS APPLICABLE** | Cabin meets Waitomo District Council Building and Fire compliancy codes | | |
| **POLICIES AND GUIDELINES RECOMMENDED** | Safety and EOTC good code practise guide for N Z schools M O E 2002  See policies and guidelines in book | | |
| **SKILLS REQUIRED BY STAFF** | Good communication with adults and students to set and carry out risk management strategies.  Consistent behavioural management techniques used  Bring own first aid kit | | |
|  | **Choose One** | | |
|  | **Accept** |  | **Reject** |
| **FINAL DECISION ON IMPLEMENTING ACTIVITY** | **Comments:** | | |